

JOB DESCRIPTION

Position Chairperson

The position of Chairperson of the Macleay Valley Community College Inc. is voluntary. The Chairperson is elected at the Annual General Meeting or, upon early termination of the previous Chairperson's appointment, at a Special Meeting convened by the Committee

The duties of the Chairperson include:

- Ensuring that the Committee acts at all times in accordance with the organisation's Constitution (Articles of Association etc.), its mission and vision, the Committee's own agreed policies, procedures and rules of conduct, government laws, statutes and regulations, and funding agreements with other parties.
- Chairing the meetings of the Committee, and any sub-committee of which the Chairperson may be a member, except where the Committee appoints another of its members to chair a sub-committee.
- Ensuring that Committee discussions deal with issues that properly belong within the jurisdiction of the Committee, and not with matters which are the responsibility of the Centre Manager, and that its deliberations are relevant, informed, fair, open and timely.
- Maintaining a clear distinction between the responsibilities of the Committee and the Centre Manager except in circumstances where the Centre Manager may have caused, or allowed, or failed to report, any activity whereby the organisation engages, or may engage, in unlawful, unprofessional, or unethical conduct, or in unsound business practices.
- Making arrangements, in consultation with the Centre Manager, for the calling and conduct of an Annual General Meeting, and any Extraordinary General Meetings, and presiding over those meetings.
- Representing the Committee to outside parties on matters agreed to by the Committee and that fall within its area of responsibility, and attending functions on behalf of the Committee.
- Ensuring that all members of the Committee understand their roles and responsibilities, and observe them in practice.
- Leading the Committee in its consideration, revision where necessary, approval, and ongoing review of the organisation's Strategic Plan, Annual Management Plan and Budget.
- Ensuring that the Committee regularly receives reliable and timely reports from the Centre Manager, and other members of the Management Team where appropriate, covering:
 - The organisation's performance against the Annual Management Plan and Budget and associated Key Performance Indicators,
 - assurance of the organisation's continuing solvency,
 - matters having the potential to significantly affect the conduct, standing or long-term interests of the organisation, and
 - confirmation that the organisation is conducting its affairs in accordance with its policies, procedures and rules of conduct, government laws, statutes and regulations, and its obligations to funding bodies,
 - and initiating any necessary action arising from these meetings that fall within the Committee's area of responsibility.
- Ensuring that audited annual financial statements are received from a qualified Chartered Accountant for consideration by the Committee and subsequent presentation to the Annual General Meeting, and that a copy of the statements is forwarded to DET.
- Ensuring that an appropriate contract with the Centre Manager is entered into on appointment, with provision for an annual review of its terms and conditions.
- In conjunction with the Centre Manager ensuring that a succession plan is in place to protect the Committee from the sudden loss of the Centre Manager's services.
- Chairing a sub-committee appointed to select a new Centre Manager and to annually review the Centre Manager's performance, and initiating any action arising from its deliberations.
- Conducting, or participating in, any investigations and negotiations relating to mergers, joint ventures, acquiring businesses, or the sale of major assets.
- Formally signing, on behalf of the Committee, Minutes of Committee meetings, all policies and procedures, and such other documents as the Committee may authorize from time to time.
- Presenting and receiving prizes and awards for, and on behalf of, the organisation.

The Chairperson may delegate any of these responsibilities in the short term, but remains accountable for their performance.